

**BEAVER COUNTY
JOB DESCRIPTION**

Title:	Fairgrounds & Reservoir Maintenance Personnel	Open Date:	6-14-2010
Division:	Maintenance	Close Date:	6-28-2010
Department:	Fairgrounds	Starting Date:	7-2-2010 (if possible)
Work Type:	Part Time	19 +/- hours per week	
Pay Rate:	Hourly	\$10-\$12	

GENERAL PURPOSE

Under the direction of the Commission Assistant, performs a variety of working level semi-skilled duties as needed to assure proper cleaning and routine maintenance; and scheduling and event coordinating, of the Minersville Lake Park and the Beaver County Fairgrounds.

SUPERVISION RECEIVED

Works under the general supervision of the Commission Assistant

SUPERVISION EXERCISED

Provides close to general supervision of all maintenance, construction, and event activities taking place at the Minersville Lake Park and the Beaver County Fairgrounds.

ESSENTIAL FUNCTIONS

Monitors and performs general maintenance on the facility heater/cooling system, sprinkling system, plumbing system, electrical systems.

Prepares the Fairground riding arena for regularly scheduled events by racking and watering.

Maintains, repairs, replaces electrical components; maintains light fixtures, outlets, extension poles, connections, switches, and routine wiring; monitors mechanical apparatus such as motors, belts, pulleys, etc. to assure proper operation.

Performs general preventative maintenance on kitchen facilities and cooking equipment; clears and cleans grease traps and generally monitors kitchen condition in compliance with health and occupational standards.

Assures the facilities are in compliance with the Department of Environmental Quality's drinking water standards; including quarterly water sampling.

Performs custodial duties to ensure that facilities (interior and exterior) are clean, safe and attractive; Performs tasks such as: sweeping, moping, or scrubbing hallways, stairs and floors; washes and cleans walls, door frames, doors, and glass; empties and cleans waste receptacles; cleans, disinfects and sanitizes restroom sinks and bowels; washes windows; vacuums and shampoos carpets and entry rugs and mats; maintains work closets and monitors availability of supplies. Ensures restrooms and facilities are clean, and useable at all times.

Performs general facility security checks; checks door locks and other systems for proper operation; opens and closes doors, allowing access to facilities during events or reservations.

Performs various logistical and minor maintenance duties; sets up for special events, moves tables, chairs, and podiums; assembles tables and miscellaneous furniture upon delivery, signs for deliveries; replaces burned out lamps. Open and locks up buildings and provides building security as needed during event and/or repairs or maintenance to facilities.

Coordinates events, meetings, activities, reservations, etc. for the Minersville State Park and the Beaver County Fairgrounds.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education & Experience

- a. Graduation from high school

AND

- b. One (1) year of experience performing above or related duties.

OR

- c. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of maintenance equipment such, mowers, edger, weed eater, trimmers, etc. **Some knowledge of** landscape design; sprinklings system operation and repair; hazards and related safety precautions associated with equipment operations; interpersonal communication skills; procedures, tools, equipment, materials and cleaning agents used in custodial work; emergency measures to be taken in the event of accident, injury or chemical hazards; safety practices of custodial work and use of cleaning agents and equipment; effective operation of equipment such as carpet extractors, vacuums and snow blowers.

Ability to recognize building malfunctions in heating, cooling, plumbing, and electrical systems; operate tools and equipment used in custodial work; follow oral and written instructions; perform heavy lifting and other duties requiring moderate physical strength; develop working relationship with other employees and supervisor(s).

3. Special Qualifications

Must be able to move objects weighing up to 50 lbs.

Must possess valid drivers license.

May be required to work abnormal work schedules (some nights & weekends).

Must be willing to become certified, through the State of Utah, to take water samples.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Strength of arms, hands, legs, and back required in the performance of essential functions.